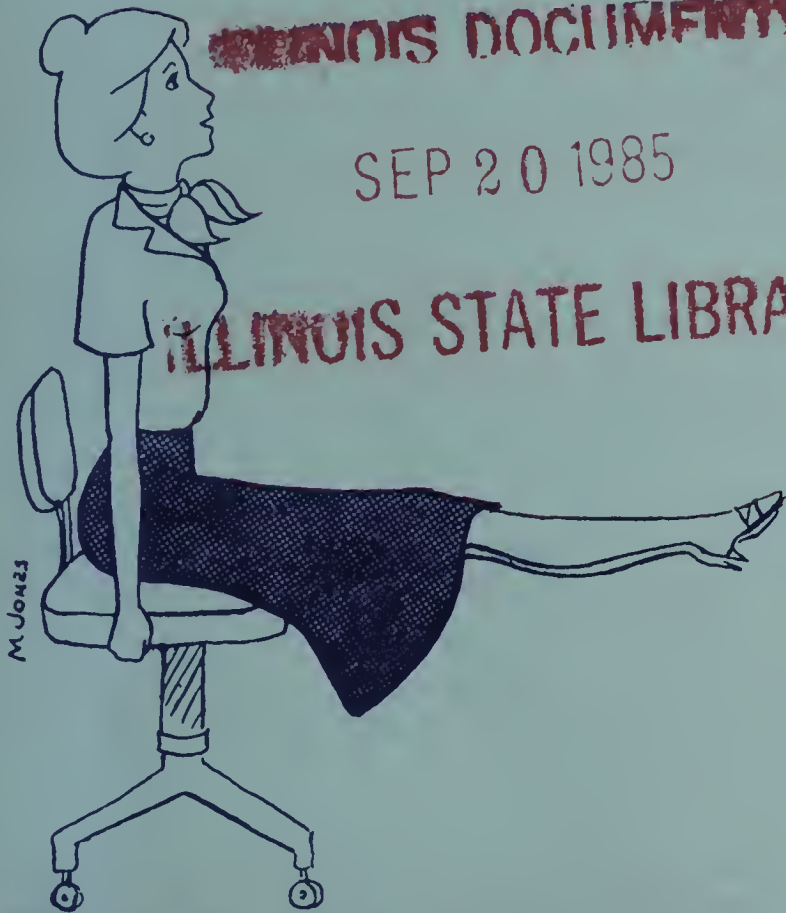


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EXERCISES FOR OFFICE WORKERS

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Exercises for Office Workers

Each person earns his money with his body, whether he admits it or not. One may use his brain more than another, but each must have some degree of strength in his legs, back, neck and shoulders to carry a brain to work.

Remember all those days on the job when you have a severe headache, an upset stomach, an aching back - - you just can't do anything right with your brain.

To have a long, vigorous, injury-free life, everyone must maintain a degree of strength, flexibility and cardiovascular endurance. Each person's needs are unique, so each must find out how much strength, flexibility and endurance he needs to do his job with ease, and with a little extra left over for recreation.

Make exercise part of your daily activities. As an example, as you brush your teeth, pull your stomach muscles in tight and pinch your buttocks together. Stand on one leg when you put on your underwear and socks, instead of sitting down. Don't put your feet on a chair to tie your shoes - - bend over and tie them.

If you walk to a commuter train, walk vigorously, breathe deeply, swing your arms, walk on your toes, take big steps, and walk some on your heels to stretch your heel cords.

When driving to work in your car, pull your stomach muscles tight everytime you stop for a street light or stop sign. **Don't hold your breath** - - use your muscles to pull in your stomach. Hold them tight until you start your car again.

How can one remember to exercise? Use the telephone. There are usually six seconds between each ring on the telephone. Don't answer the phone on the first ring. Do one exercise for six seconds counting aloud - - "1000-and-one, 1000-and-two," etc. - - and then answer the phone.

Type the word "exercise" and tape it to your phone.

After each client leaves your office, do one or two exercises for six seconds each, then see your next client.

Everyone must do something to slow down the aging process. As we get older, we lose strength and flexibility. Make up your mind to make exercise part of your daily routine. Exercise on your way to work, in the office, and in your home.

Everyone sits too much and gets tight in five major areas: shoulders, back, hip flexors, hamstrings (back of the legs), and the heel cords. If one sleeps eight hours and is awake 16 hours, he will probably sit for 12 of the 16 hours. When we sit, we tighten the above areas every day.

We should all imitate our cat or dog. Every time an animal gets up from sitting or lying, it stretches. Most humans stretch very little and walk all bent over, losing flexibility.

Stretching Exercises You Can Do in the Office:

1. Abdominal exercise: Sitting in your office, every time the phone rings, pull in your stomach muscles and hold for six seconds. Don't hold your breath. Count aloud ("1000-and-one, 1000-and-two", etc.) for six counts. Then answer the phone. You may get 50 abdominal exercises a day in a busy office.
2. Arm-and-shoulder exercise: Sit on your desk. Place your hands by your buttocks. Pull stomach muscles tight and lift your legs out straight. Push down with your hands and slowly raise the buttocks off the desk. Hold for six seconds. Repeat three times a day, anytime the phone rings.
3. Hip-and-abdominal exercise: Sit in a chair and hold the sides of the chair for balance. Slowly straighten the knees, raising the legs as high as possible. Hold for six seconds. Repeat at least three times a day when your phone rings.
4. Arm-hip-and-leg exercise: Sit in a chair with feet spread 18 inches apart. Cross your arms, placing your left palm on the inside of your right knee and your right palm on the inside of your left knee. Slowly squeeze your legs together as you resist with your hands. Hold

for six seconds. **Don't hold your breath** - - count aloud "1000-and-one, 1000-and-two" etc. Repeat at least three times daily.

5. Arm-hip-and-leg exercise: Sit in a chair with feet six inches apart. Place the right palm on the outside of the right knee, and the left palm on the outside of the left knee. This time, slowly push your legs apart as you resist with the hands. Hold for six seconds. **Don't hold your breath** - - count aloud (as above). Repeat at least three times daily.

Stretching Exercises to Do Every Day:

1. Stand by your desk, left knee towards the chest: Grasp your knee with your hands and stretch your knee towards your chest. Hold for six seconds. Repeat with the other knee. Repeat three times with each leg.
2. Straight leg raising backward: Hands on desk. Lean over desk, and slowly raise one leg as high as possible backward, keeping the leg straight. Hold for six seconds. Repeat with the other leg. Repeat three times with each leg. Stretch a little higher each time.
3. Straight leg raising backward with knee bent: Hands on desk. Lean over desk; slowly raise the bent knee, lifting the sole of the foot towards the ceiling. Hold for six seconds. Repeat three times with each leg. Stretch a little higher each time.
4. Stretch heel cords every time you get to the stairs. Stand on the edge of the stairs with the balls of the feet on the stairs. Hold the handrail for safety. Slowly rise on the toes as high as possible; stretch. Slowly lower down beyond the edge of the stairs, stretching the heel cords. Hold for six seconds. Repeat three times when you go to the stairs.
5. Stretch the back. Anytime you feel stiff in the office, sit on the edge of your chair with your feet on the floor and legs spread apart wide. Bend forward and slowly attempt to put your elbows on the floor, stretching the lower back. Hold for six seconds. Repeat three times anytime you feel stiffness in the back.

6. Stretch the shoulders. Stand, raise the arms toward the ceiling, pushing as high as possible and stretching the entire body. Repeat stretching 20 times a day, and you'll have very little trouble with your shoulders.

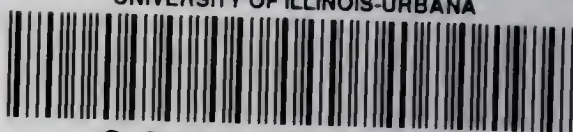
Exercises for Your Heart and Lungs:

1. Walk vigorously, swinging your arms, taking big steps to the office from your car. Park a couple of blocks from your office.
2. Don't take the elevator to the tenth floor. Walk a flight of stairs, then take the elevator. As this gets easy, walk two flights. As fitness improves, step up two steps at a time. Leaving the office, walk down a flight or two and then take the elevator.
3. Ride a bicycle to work if you can. Don't use a 10-speed bike - - ride an old, hard-peddalling bike that you have to stand up to pedal up the hills. If you can't ride to work, buy a stationary bike for the office or den at home. Make it a point to ride five minutes a day, gradually increasing the resistance. At home, ride while watching TV. Ride during commercials, instead of going to the refrigerator for a snack.
4. Skip rope for a few minutes at home before you shower. If your bathroom is small, don't use a rope. Hold two cans of beans in your hands. Pretend you have a rope and swing your arms as you would jumping rope. You'll get more exercise this way.
5. Many people prefer jogging. Be sure to begin slowly and gradually increase your distance and pace. A good way to begin is to walk 50 paces and jog 50 paces for half-a-mile. Gradually increase as your fitness improves. Walk 25 paces and then jog 75 paces, gradually increasing your distance and pace until you are jogging a mile or two.

Exercise will not stop you from getting old, but it will prolong your active years.

Exercises taken from "Exercise in the Office", Southern Illinois University Press, Carbondale, Illinois 62901, written by Bob Spackman.





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